

This Notice Expires 31 December 1977

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE  
NO. 10-20

SECURITY  
14 July 1977

PROCEDURES FOR DISPOSAL OF CLASSIFIED WASTE

REFERENCE: NPIC Notice 10-3 Dated 13 May 1977

1. Referenced notice provided instructions to Center personnel on the proper method of sorting classified waste. These instructions are not being followed and this could lead to a serious compromise of security. All classified waste must be properly sorted into bags or boxes and labeled: 1) paper-soluble, 2) plastic - nonsoluble, and 3) film - burn.

2. Effective immediately, the bags or boxes must also be clearly labeled with the name of the Group, Division and Branch and the telephone extension of the unit sending the material. Material improperly sorted will be returned to the originating unit.



Acting Executive Officer

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Distribution: B